

JOB DESCRIPTION



Head of Finance

1. JOB DETAILS

Job Title:	Head of Finance
Department:	Resources
Location:	Head Office
Band:	8b
Status:	As per contract
Hours:	As per contract
Reporting to:	Director Resources
Line managing:	Finance Officers x2, Management Accountant, Senior Payroll Officer

2. OVERALL PURPOSE

- To manage the operation, outputs and performance of the Finance Department and to contribute to the strategic direction of the finance function of Combat Stress.
- Responsible for treasury management, tax administration, statutory and management reporting of Combat Stress and its trading subsidiary to provide accurate information to directors and budget holders and to ensure compliance with the Charity Commission, Companies House and HMRC.

3. KEY RESPONSIBILITIES

- Responsibility for the production of Statutory Financial Accounts
- Source of expertise relating to VAT, Corporation Tax, PAYE and ensuring that these areas are appropriately managed.
- To oversee the treasury function including cash-flow planning and achievement of investment income opportunities
- Lead on the Financial Performance Reporting to the Board and its subcommittees as appropriate

- Leading the budget planning process and preparation of the annual budget for the Society ensuring strong processes are in place for resource allocation and performance monitoring at all levels of the Society.
- Responsibility for driving improvements to and the maintaining of the Internal Financial Control Framework
- Oversee projects to improve the performance of Finance processes across the organisation
- Providing sound financial advice to directors and other senior management.

Financial Management & Control

- Lead the Finance Department in the production of financial statements which are fully compliant with Charities SORP, Company Law and any additional requirements of the Charity Commission, as appropriate.
- Oversee monthly, quarterly and annual financial activities to ensure the timely delivery of accurate and timely financial performance reporting to the Finance Committee and the Board of Trustees.
- Working with senior budget holders within the Charity, its trading subsidiary and other relevant parties to produce annual budgets in line with organisational strategy.
- Leading on and improving the systems surrounding all aspects of project budgets, organisational forecasts and business planning, with a particular focus on the financial information flows between Fundraising and Service Managers.
- Work with other Senior Managers across the organisation, creating viable business models and tools for financial decision making which support the business strategy
- Provide guidance and project management where necessary to ensure financial systems, procedures and process changes are made as and when necessary to enable changes in reporting requirements.
- Working with the Director Resources in developing performance metrics and critically appraising the current activities of the organisation.

Internal Control Framework

- Implementation and maintenance of effective and regular monitoring of control processes to minimise likelihood of misstatement or misappropriation.
- Work with internal audit in order to ensure that activities are focused on known weaknesses and are value added.
- Introduction of new processes where weaknesses are identified, where appropriate through the use of technology.

- Ensure appropriate controls are in place, through the segregation of duties and written procedures to ensure adequate controls over incoming and outgoing funds.
- Review and updating of Finance Procedures and the effective communication and training of staff in these, within the Finance Department and across the Charity.

Treasury Management

- Understand, manage and supervise all aspects of the Charity's cash flow.
- Forecast weekly and monthly cash requirements, executing daily Treasury management decisions.
- Prepare and monitor Combat Stress' cash flow forecasts and perform financial modelling on forecasts to enable scenario planning.
- Monitoring and reporting on funds available (restricted, designated and general) for all projects against projected cashflow requirements.
- Evaluate, develop and implement cash management systems to optimize efficiencies, making recommendations in accordance with the investment policy.
- Manage the key banking relationships, addressing service fees and quality issues, in line with the Charity's needs.
- Recommend, implement and maintain process improvements.

General

- The post holder will have access to confidential information that may only be disclosed to parties entitled to receive it e.g. staff and donor records, and will therefore be fully conversant with the Data Protection Act.
- To manage the Financial Department, by providing support, training and guidance as appropriate.
- With other members of the Finance Department, lead on the implementation of new accounting software, and ensuring essential maintenance and upgrades are carried out following the implementation.
- Any other duties commensurate with the post as requested by the Director Resources.

4. RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

Reviewed/created: December 2017

Next review date: December 2018